

ASG Houston
website Blog
Editor II

Blog creation notes:

- Users with Role of “um_editor” can create blog posts
- There are various Blog Categories
 - *President Corner, Chapter Events, General Interest*
 - *Select various blog categories from the Home page*
- Each Neighborhood Group has their own blog category
 - Access the NG Blog Post page to create blog

Blogging Procedures

- Login to Website
- Editor Dashboard
- Blog Category Options
- Access Blog Post Pages
- Create Blog
- Blog Approval Procedures
- View Posts

Login to Website



"Advancing Sewing as a Life Skill"



- HOME
- Neighborhood Groups ▾
- Member's Corner ▾
- Events
- For Sale
- Registration ▾
- About
- Contact Us
- More ▾



Our Mission: The American Sewing Guild is made up of chapters and special interest groups that meet and offer opportunities for educational, social and philanthropic programs.

ASG Member login is only necessary to access Member's ONLY



PRESIDENT'S CORNER



CHAPTER EVENTS



Wild Women Stitchers

NEIGHBORHOOD GROUP ACTIVITIES



Weighted Wonders, a community service project

GENERAL INTEREST

Login to Website (cont)



"Advancing Sewing as a Life Skill"



HOME Neighborhood Groups ▾ Events For Sale Registration ▾ About
Contact Us More ▾

JOIN
ASG

ASG MEMBER
AND EDITOR
LOGIN

Username or E-mail

Password

I'm not a robot 
reCAPTCHA
Privacy - Terms

Keep me signed in

Login

Register

[Forgot your password?](#)

To reset your password, please enter your email address or username below.

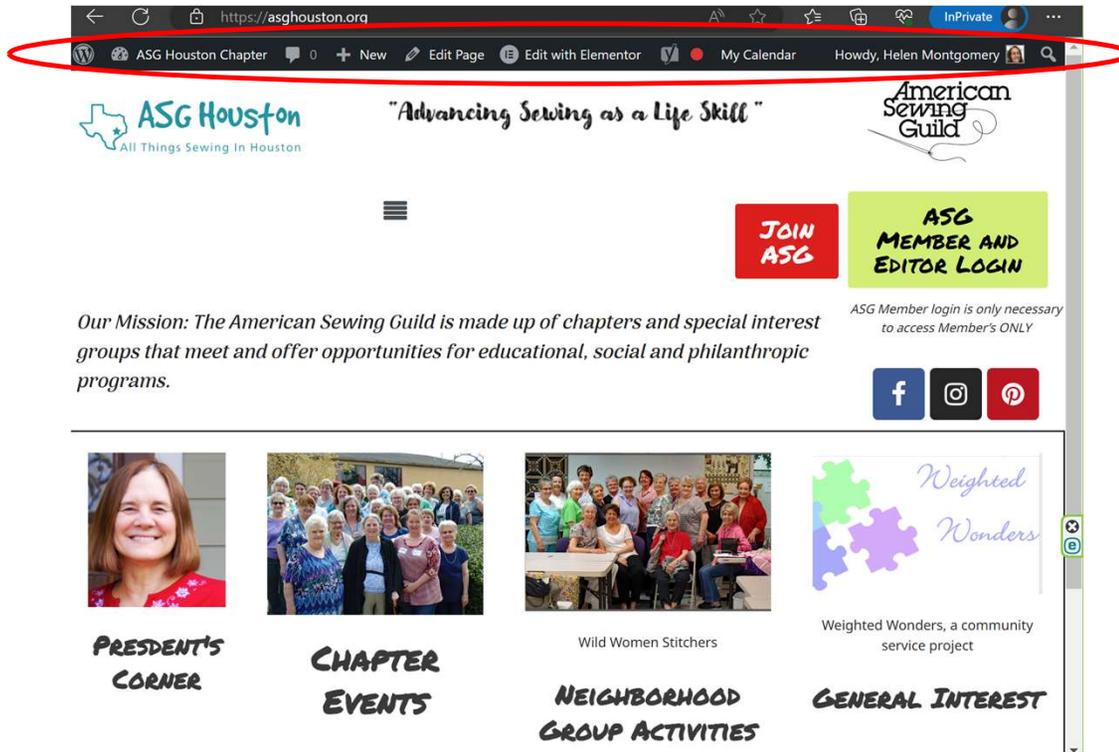
Enter your username or email

Reset password

- Enter your Username or email and password.
- NOTE: You can update your password from this page.

Editor Dashboard

Note the dashboard banner across the top



This banner indicates that you have Editor access to the website and that you are logged in as an Editor.

Editor Dashboard

ASG Houston Chapter

ASG Houston
All Things Sewing In Houston

"Advancing Sewing as a Life Skill"

American Sewing Guild

JOIN ASG

ASG MEMBER AND EDITOR LOGIN

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PRESIDENT'S CORNER

CHAPTER EVENTS

NEIGHBORHOOD GROUP ACTIVITIES

GENERAL INTEREST

Weighted Wonders, a community service project

Note: As editor you can go directly into Dashboard. You have the following authority:

- **POSTS:** Edit, delete or approve blogs.
- **CALENDAR:** Add or edit calendar events
- **PAGE EDITS:** Add, Edit existing webpage
- **MEDIA:** Add, Delete media images and pdf documents.

{Documentation for CALENDAR and PAGE EDITS is not included here}

Editor Dashboard

The screenshot shows the WordPress Editor Dashboard for the ASG Houston Chapter. The left sidebar contains navigation links for Dashboard, Jetpack, Posts, Media, Pages, Placemarks, Comments, Templates, Feedback, WebTofee Import Export (Basic), Appearance, Profile, Tools, Settings, Yoast SEO, Envira Gallery, My Calendar, and Blog2Social. The main content area displays a 'Dashboard' widget with a 'Satisfied' status and a message: 'Hey, we n Could you Yes, you c No, mayb I already c'. Below this is an 'Elementor Overview' section showing 'Elementor v3. Elementor Prc'. A 'Recently Edited' section lists 'Capture Pictures to Events' edited on 'May 9th' and 'NG - Neighborhood'. A 'News & Updates' section features two 'NEW' announcements: 'Introducing Create Websites' and 'Introducing Sophisticated Meg', both mentioning 'Elementor'.

POSTS

The screenshot shows the 'Posts' list in the WordPress Editor. The left sidebar has 'Posts' selected. The main content area displays a list of posts with columns for 'Bulk actions', 'Title', and 'Author'. The posts listed are: 'Website Editor Documentation' by Helen Mor, 'Capture Pictures to ASG OneDrive - Elementor' by Jayne Leut, 'ASG Volunteer Discussion Forum' by Jayne Leut, '2023 Stash Audit' by Helen Mor, and 'Upcoming Stash Auction at the ASG Houston Spring Retreat' by Helen Mor.

PAGES

The screenshot shows the 'Pages' list in the WordPress Editor. The left sidebar has 'Pages' selected. The main content area displays a list of pages with columns for 'Title' and 'SEO Meta [+]'.

Title	SEO Meta [+]
(no title)	SEO Meta [+]
About - Elementor	SEO Meta [+]
Account - ult member - UM Account, Elementor	SEO Meta [+]
ASG Houston Newsletter History - Elementor	SEO Meta [+]
Blog - Elementor	SEO Meta [+]

MEDIA

The screenshot shows the 'Media' library in the WordPress Editor. The left sidebar has 'Media' selected. The main content area displays a grid of media items, including images and PDFs. The items shown are: 'ASG Houston website Blog', 'ASG Houston blog 2 ditor.pdf', 'ASG OneDrive - capturing Pictures.pdf', and 'ASG OneDrive - capturing Pictures.pdf'.

CALENDAR

The screenshot shows the 'My Calendar' in the WordPress Editor. The left sidebar has 'My Calendar' selected. The main content area displays a calendar view for June 2023. The calendar shows events for various dates, including June 10, 17, 24, and 30. The events are: '2023 am Houston Photo Blog' on June 10, '2023 am Houston Photo Blog' on June 17, '2023 am Houston Photo Blog' on June 24, and '2023 am Houston Photo Blog' on June 30.

Blog Category Options



**PRESIDENT'S
CORNER**



CHAPTER EVENTS



Wild Women Stitchers

**NEIGHBORHOOD GROUP
ACTIVITIES**



Weighted Wonders, a community service project

GENERAL INTEREST

There are four blog categories as depicted in the tile pictures on the Home page.

- President's Corner – Blogs entered by President only
- Chapter Events – Blogs on the subject of Chapter activities. Any Editor can create these blogs.
- Neighborhood Group Activities – Blogs on the subject of NG meetings and activities. Any Editor can create these blogs.
- General Interest – Blogs on general interest topics. Blog subjects could be website documentation, Event notes on activities related to sewing, Interesting resources or websites, etc. Any Editor can create these blogs.

Access to Blog post pages – HOME page



Weighted Wonders, a community service project

GENERAL INTEREST



"Advancing Sewing as a Life Skill"



HOME Neighborhood Groups Member's Corner Events For Sale
Registration About Contact Us More ...

JOIN ASG

ASG MEMBER AND EDITOR LOGIN

General Interest Blog Post

Post to General Interest Blog

Capture Pictures to ASG OneDrive
The attached document outlines how to capture images from iPhones to the ASG OneDrive Picture...
[Read More](#)
Jayne Leuterman June 10, 2023

ASG Volunteer Discussion Forum
There is an active ASG Volunteer Discussion Forum that the ASG membership may find helpful...
[Read More](#)
Jayne Leuterman April 23, 2023

Webmail Instructions
The Neighborhood Group leaders have their own ASGHouston.org domain emails. Documentation attached shows how to...
[Read More](#)
Jayne Leuterman February 25, 2022

Blog Editor Instructions
Please find the attached document that illustrates the steps to creating, editing and publishing a...
[Read More](#)
Jayne Leuterman February 1, 2022

Archive: General Interest
2022 ASG Houston Sewing Bee
2022 Fall Luncheon and Stash Sale
2022 Spring Retreat was a great success!
Inside the Loop 6/10/23
Preview Fabric Stash !!
[Load More \(5/15\)](#)

General Interest Blog Post

Post to General Interest Blog

ASG Houston All Things Sewing in Houston "Advancing Sewing as a Life Skill" American Sewing Guild

HOME Neighborhood Groups Member's Corner Events For Sale
Registration About Contact Us More ...

JOIN ASG ASG MEMBER AND EDITOR LOGIN

General Interest Blog Post Page

Only ASG Houston Editors can access this blog page.

Fields marked with an * are required

Title *
Limit title to 20 characters.

Your Content *
Post created here will be set to Post Category "General Interest" or PUBLIC.

Approval Required
 Approval received by all persons displayed in attached photos.

Access to Blog post pages – NG Pages



"Advancing Sewing as a Life Skill"



HOME Neighborhood Groups Member's Corner Events For Sale

Registration NG - Neighborhood Groups Details More ...

Our Mission and Offerings: Guild is made up of chapters and special interest groups that meet for educational, social and philanthropic programs.

NG - South Neighborhood Groups

NG - Rose-Rich Sew-N-Sews

NG - West Neighborhood Groups

NG - Sassy Sewing Ladies

NG - Central Neighborhood Groups

NG - You Sew Girl



Wild Women Stitchers



Weighted Wonders, a community service project

GENERAL INTEREST

PRESIDENT'S CORNER

CHAPTER EVENTS

NEIGHBORHOOD GROUP ACTIVITIES

JOIN ASG

ASG MEMBER AND EDITOR LOGIN

ASG Member login is only necessary to access Member's ONLY



COME SEW WITH US!

Meeting Notes ... (BLOG)

NG Forum



"Advancing Sewing as a Life Skill"



HOME Neighborhood Groups Member's Corner Events For Sale Registration About Contact Us More ...

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ASG MEMBER AND EDITOR LOGIN

Rose-Rich Sew-N-Sews

Upcoming meetings

COME SEW WITH US!

Meeting Notes ... (BLOG)

NG Forum

11/21 - Members get together for Show and Tell



Liane quilt



Pricilla quilt



Pricilla Blouse



Loretta quilt

Access to Blog post pages – Events Pages

 **ASG Houston**
All Things Sewing In Houston

"Advancing Sewing as a Life Skill"



HOME Neighborhood Groups ▾ Member's Corner ▾ Events For Sale

Registration ▾ About Contact Us More ▾

JOIN ASG

ASG MEMBER AND EDITOR LOGIN

[What's Happening... \(BLOG\)](#)

EVENTS

Upcoming Calendar Events

- June 17, 2023, : Mini retreat - sewing with knits
- July 8, 2023, 10:00 am: Inside the Loop Mtg
- July 27, 2023, : Annual Conference
- August 12, 2023, 10:00 am: Inside the Loop Mtg
- September 9, 2023, 10:00 am: Inside the Loop Mtg

For questions please contact the president at President@AsgHouston.org.

[What's Happening... \(BLOG\)](#)

CHAPTER EVENTS

2022 ASG COMMUNITY SERVICE SEWING BEE

[Sign Up](#)

- WHERE: St. Paul's UMC, 5501 Main St, Houston, Tx 77004
- LOCATION: Fondren Hall located in the School building
- WHEN: Saturday, October 14, 2023 10 AM – 3 PM
 - two shifts: 10 AM-12 PM and 1 PM-3 PM
- CONTACT: 713-661-8174 or 713-206-6992
- PARK: On Fannin



Sewing Bee for SEARCH & EAC

Saturday, October 8 | 10 am - 3 pm
Fondren Hall (2nd floor Jones Building)

Make simple fleece mittens and hats for SEARCH & EAC clients.
All levels of sewing welcome! Donations of fleece and yarn are much needed and appreciated.
Register online: www.stpaulshouston.org/sewing-bee-22

Create Blog Post – NG Pages

For Title include the Neighborhood Group name and program comments.

Please take pictures of the sign-in sheet and meeting activities and upload the images with the blog.

COME SEW WITH US!

Meeting Notes ... (BLOG)

NG Forum

Post to Rose Rich Group Activities Blog

The screenshot shows the ASG Houston website header with the logo and tagline "Advancing Sewing as a Life Skill". The navigation menu includes HOME, Neighborhood Groups, Member's Corner, Events, and For Sale. Below the menu, there are buttons for "JOIN ASG" and "ASG MEMBER AND EDITOR LOGIN". The main content area features a photo of a group of people and the title "NG Rose-Rich Sew-n-Sews Activities Blog Page". A red circle highlights the "Post to Rose Rich Group Activities Blog" button. Below the main content, there is a section titled "Archive: NG Rose Rich" with a blue border.

The screenshot shows the "NG Rose-Rich Blog Post Page" on the ASG Houston website. The page title is "NG Rose-Rich Blog Post Page" and it includes a note: "Only ASG Houston Editors can access this blog page." Below the title, there is a section for "Blog to NG Rose Rich" with a note: "Fields marked with an * are required". The form includes a "Title *" field with a character limit of 20, a "Your Content *" field with a rich text editor, and an "Approval Required" checkbox.

Create Blog Post – General Interest

The screenshot shows the top navigation bar with the ASG Houston logo, the tagline "Advancing Sewing as a Life Skill", and the American Sewing Guild logo. Below the navigation are links for HOME, Neighborhood Groups, Member's Corner, Events, For Sale, Registration, About, Contact Us, and More. There are also buttons for "JOIN ASG" and "ASG MEMBER AND EDITOR LOGIN". The main heading is "General Interest Blog Post Page" with a note that only ASG Houston Editors can access this page. Below this is a note that fields marked with an asterisk are required. The form includes a "Title" field with a character limit, a "Your Content" field with a rich text editor, a "File Upload" section with a "Select Files" button, and a "Recaptcha" section with an "I'm not a robot" checkbox and a "Create Post" button.

Note that attendance sign in sheets need to have a media approval indicator in order to allow pictures to be posted to the website. This form requires an approval indication.

This close-up view highlights two specific parts of the form. The "Approval Required" section has a radio button option for "Approval received by all persons displayed in attached photos". The "File Upload" section features a "Select Files" button. A green arrow points from the "Select Files" button down to the "Create Post" button, indicating the flow of the process.

Note media (images and pdf documents) can be added with the posting.

Blog Approval procedures

ASG Houston "Advancing Sewing as a Life Skill" American Sewing Guild

HOME Neighborhood Groups Member's Corner Events For Sale
Registration About Contact Us More ...

JOIN ASG **ASG MEMBER AND EDITOR LOGIN**

General Interest Blog Post Page

Only ASG Houston Editors can access this blog page.

Fields marked with an * are required

Title *
Limit title to 20 characters.
Website Editor Documentation

Your Content *
Post created here will be set to Post Category "General Interest" or PUBLIC.
The attachment document outlines procedures to create blogs on the ASGHouston.org website.

Approval Required
 Approval received by all persons displayed in attached photos.

File Upload
Select Files

ASG_Houston_blog_Editor.pdf Delete

Recaptcha
I'm not a robot

Create Post

Note: HERE URL takes you to Editor Dashboard to allow for post approval.

ASG Houston "Advancing Sewing as a Life Skill" American Sewing Guild

HOME Neighborhood Groups Member's Corner Events For Sale
Registration About Contact Us More ...

JOIN ASG **ASG MEMBER AND EDITOR LOGIN**

General Interest Blog Post Page

Only ASG Houston Editors can access this blog page.

Your post for General Interest has been created as a draft. Click **HERE** to publish.

Blog Approval procedures (cont.)

The screenshot shows the WordPress admin dashboard for the ASG Houston Chapter. The 'Posts' section is active, displaying a list of posts. The first post, 'Website Editor Documentation — Draft', is circled in red. A callout box highlights the 'Edit | Quick Edit | Trash | Preview | EA Duplicator | PA Duplicate' menu for this post.

Title	Author	Categories	Tags	Date
Website Editor Documentation — Draft SEO Meta [+] Edit Quick Edit Trash Preview EA Duplicator PA Duplicate	Helen Montgomery	ASG General Interest, Default Category	—	Last Modified 2023/06/14 at 8:38 pm
Capturing Photos to ASG OneDrive — Blog Post SEO Meta [+]	Jayne Leuterman	ASG General Interest, Default Category	—	Published 2023/06/10 at 2:05 pm
ASG Volunteer Discussion Forum SEO Meta [+]	Jayne Leuterman	ASG General Interest, Default Category	—	Published 2023/04/23 at 8:02 pm
2023 Stash Audit SEO Meta [+]	Helen Montgomery	ASG Chapter Events, Default Category	—	Published 2023/05/19 at 7:53 pm
Upcoming Stash Auction at the ASG Houston Spring Retreat SEO Meta [+]	Helen Montgomery	ASG Chapter Events, Default Category, listimage_1641340535968	—	—
trial post — Draft SEO Meta [+]	Johny Mahler	ASG Chapter Events, Default Category, listimage_1641340535968	—	—
Save the Date — Draft	Helen Montgomery	Default Category, NC - Activities	—	—

- Select post
- Edit
 - Find media where appropriate
- Publish post

Website Editor Documentation — Draft
SEO Meta [+]
Edit | Quick Edit | Trash | Preview | EA Duplicator | PA Duplicate

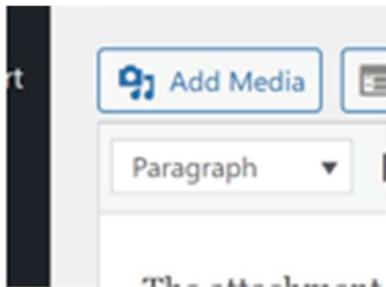
Blog Approval procedures (cont. 2)

The screenshot shows the WordPress 'Edit Post' interface. At the top, there's a notification about Visual Portfolio. Below that, the post title is 'Website Editor Documentation' with a permalink. A blue button labeled 'Edit with Elementor' is prominent. Below the title are buttons for 'Add Media', 'Add Form', 'Add Gallery', and 'Add Contact Form'. The main content area shows a paragraph: 'The attachment document outlines procedures to create blogs on the ASGHouston.org website.' The right sidebar contains 'Publish' and 'Format' sections. The 'Publish' section shows 'Status: Draft', 'Visibility: Public', and 'Publish immediately' options. The 'Format' section shows 'Standard' as the selected format. At the bottom, it says 'Word count: 12' and 'Last edited on June 14, 2023 at 8:38 pm'.

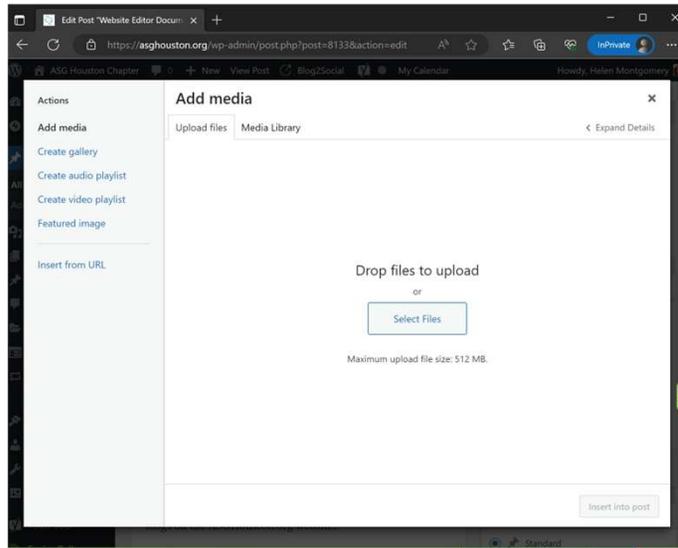
“Edit with Elementor” opens Elementor editor which requires some review. Contact the webmaster if you want or need some instructions. Go to Contact Us and select “Website question”.

Blog Approval procedures (cont. 4)

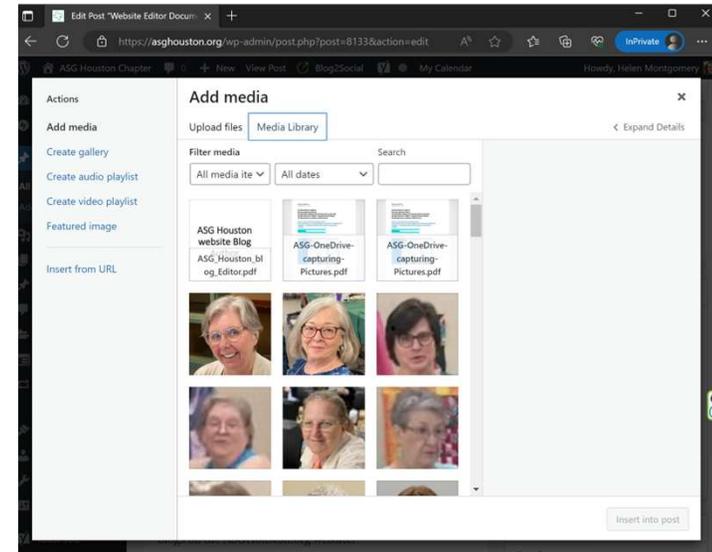
Create and Submit blog – Approval procedures (cont. 2) Media capture



Upload media



Search media library



View Post – General Interest



"Advancing Sewing as a Life Skill"



- HOME
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ASG MEMBER AND EDITOR LOGIN

General Interest Blog Post

Post to General Interest Blog



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Read More
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Read More
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February 25, 2022

Archive: General Interest

Upcoming Stash Auction at the ASG Houston Spring Retreat

2022 ASG Houston Sewing Bee

2022 Fall Luncheon and Stash Sale

2022 Spring Retreat was a great success!

Inside the Loop 6/10/23

Load More (5/16)